Attestation: A Tutorial for NPDB Reporters

State licensing boards, which license or certify health care practitioners, are required by law to report actions to the NPDB. These actions must be reported within 30 days of the date the action was taken. To ensure that all state licensing boards report to the NPDB as required by federal law, the Division of Practitioner Data Bank (DPDB) reviews adverse licensure and certification actions submitted to the NPDB from each of the 50 states and territories for the most frequently queried professions (i.e., physicians, dentists, advance practice nurses, physician assistants, nurses, and social workers), and a random sample of all remaining professions. Other professions may be reviewed at any time at HRSA's discretion.

The attestation process is part of a new, expanded NPDB registration renewal process. As part of the registration renewal process, all state licensing and certification boards will:

- Review, verify, and update their roster of regulated professions;
- Attest/certify their compliance with federal Data Bank reporting requirements; and
- · Review and update agency information.

The attestation process occurs at each NPDB registration renewal (currently every two years). The selections made during the attestation process will be posted publicly to the NPDB website. Based on the board's selections, professions will be listed as "Attested", "Could Not Attest", or "Failed to Attest."

This tutorial will guide users through the steps involved in completing the attestation process, and will help ensure that all state licensing boards report to the NPDB as required by law.

1. Concluding Entity Registration Renewal - Attestation

This tutorial will show both the registration renewal option and the *Compliance* page option. Upon completion of the renewal submission, you will see the *Final Steps* screen. Select **Continue to Attestation** to begin the attestation process.



2. Continue to Attestation

This will take you to the *Attestation* page. On this page, you will see the purpose of the attestation. What you will need to know before you get started is:

- All professions you are responsible for reporting
- All the actions you have reported during the time frame
- All the actions remaining to report

Here you can choose to select the **Yes**, **I'm Ready To Start Now** button or the **No**, **I Will Complete This Later** button. The latter option will exit the workflow and allow you to return to the attestation process in the future through the *Compliance Options* screen.

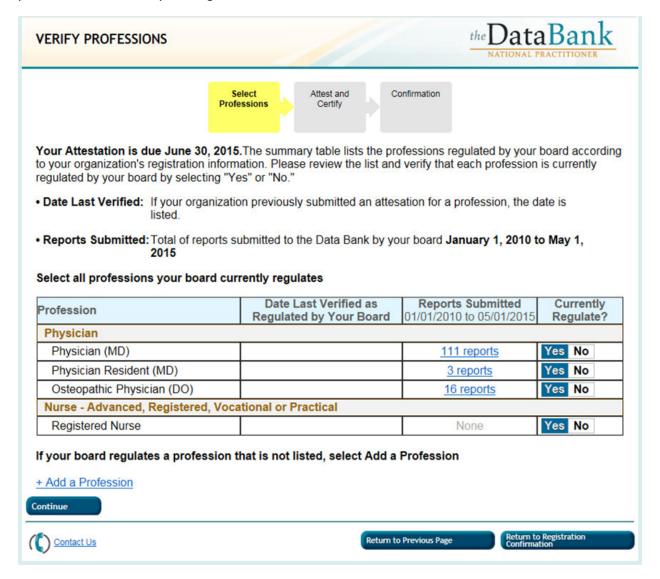
Select the I'm Ready To Start button, then Continue.

ATTESTATION An Attestation allows the Data Bank to monitor, manage and collaboratively work with organizations on reporting compliance with the federal Data Bank reporting requirements. When organizations submit an Attestation, they agree to work with the Data Bank to achieve reporting compliance by submitting all reportable actions in a timely manner and ensure future reporting within 30 days of actions taken by the organization. Attestation results are posted to the Data Bank's public website. The Attestation process has two parts. The first part involves Profession Verification, and requests all agencies to review, verify, and update the list of professions they currently regulate. The second part of the process involves certification, and allows agencies to attest to their reporting compliance with federal reporting requirements. Attestations were initially begun only for professions having lower query and report volumes in the Data Bank. The process has expanded to include all professions. When agencies renew their Data Bank registration every two years, they are initially presented with a list of professions they regulate and report on. Agencies verify and update the list of professions as needed. Next, agencies certify that they have submitted all required reports and are maintaining reporting compliance for the health care entities, providers, suppliers and practitioners they regulate. The attestation process is part of the registration renewal process which occurs on a two year cycle. Note: Failure to complete this Attestation could result in your organization being listed as "Failed to Attest" on the Data Bank's public website. This will imply that your organization has not complied with federal reporting requirements. Before you get started, note that you will be answering questions related to the following: · All professions for which you are responsible for submitting reports to the Data Bank. The professions for which your organization took action against a practitioner. Actions reported and remaining to be reported to the Data Bank for the time frame of: January 1, 2010 to May · A tutorial and fact sheet are available here - Attestation fact sheet & tutorial Your attestation is due by June 30, 2015. Are you ready to start? Yes, I'm ready to start now No, I will complete this later Continue Contact Us

3. Select Professions Page

In this example, this entity's *Select Professions* page shows a pre-populated list of all the professions that have either already been reported on, or were otherwise identified. Each profession shows how many actions were reported during the attestation date range.

For each profession, you must select "Yes" if your organization regulates and reports on that profession or "No" if your organization does not.

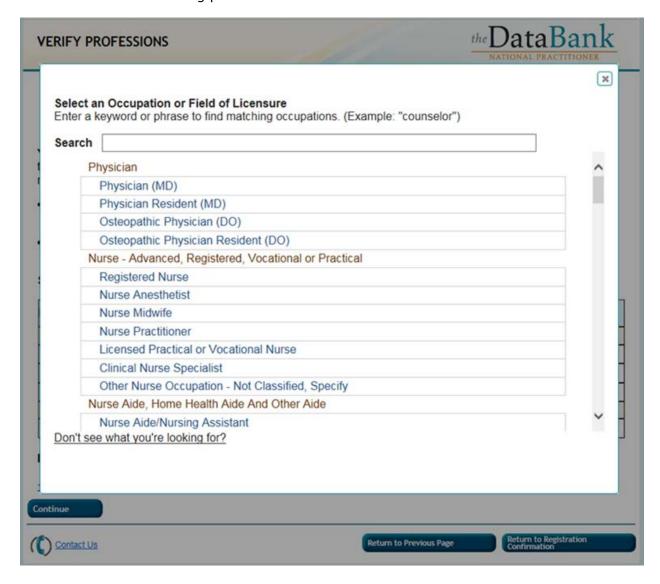


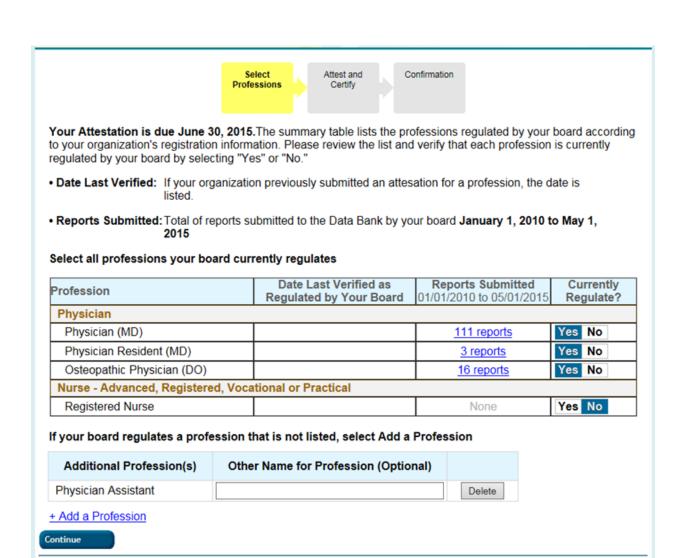
For this demonstration, let's assume you no longer report on Nurses because that responsibility has been moved to a different board. So you must click the "No" button at the end of the Registered Nurse row.

If needed, you may add additional professions to your list by selecting the **Add a Profession** link. Selecting this link will show a list of other professions.

4. Adding Additional Professions

Once the "Add a Profession" button is selected, a list of additional professions will appear. Click a profession to add it to the list of professions your board currently regulates. Use the search bar to find matching professions.





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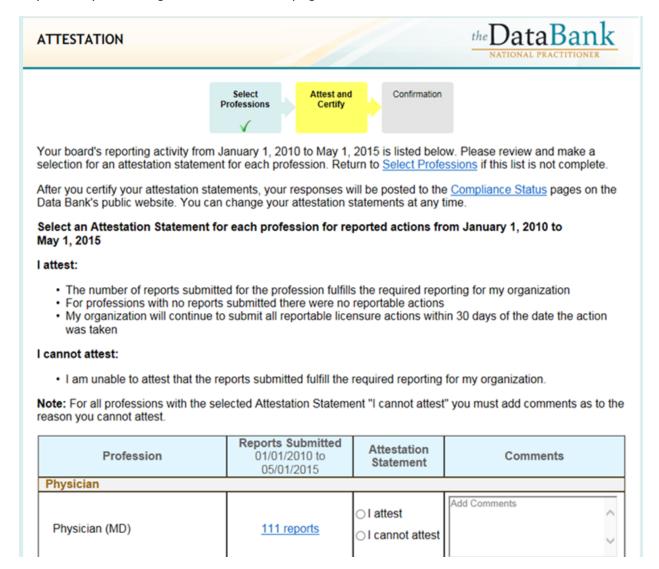
Return to Previous Page

If you clicked the "No" button for any profession, the system will require you to provide a reason. In this example, the "Registered Nurse" profession had "No" selected on the previous screen, so the *Removed Professions* page will appear. Enter in the text box your reason for selecting "No" for the profession. Once the reason has been added, you may select **Continue**.



5. The Attestation Page

This will take you to the *Attestation* page. On this page, you will provide an attestation response for each profession selected on the previous screen. Remember that attestations will be posted to the Data Bank's public website, and you may update your attestation at any time by returning to the *Attestation* page.



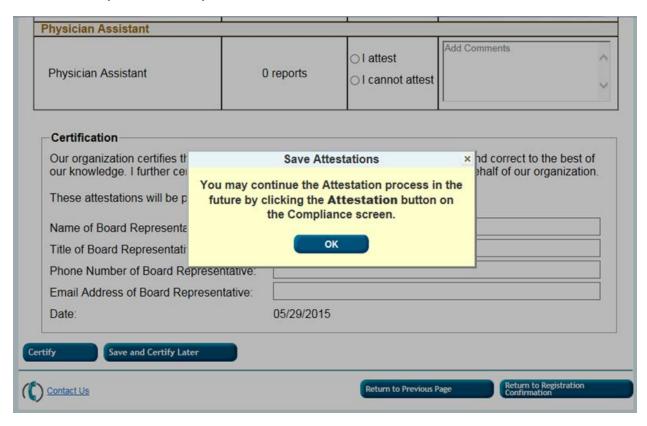
At this time, if you are not sure of your attestation responses, you may save your progress and return to this page later by clicking the "Save and Certify Later" button at the bottom of the page.

Attestations must be submitted by the due date; if they are not, your attestable professions will be posted to the public website as "Failed to Attest."

For the purpose of this demonstration, let's select **Save and Certify Later**.

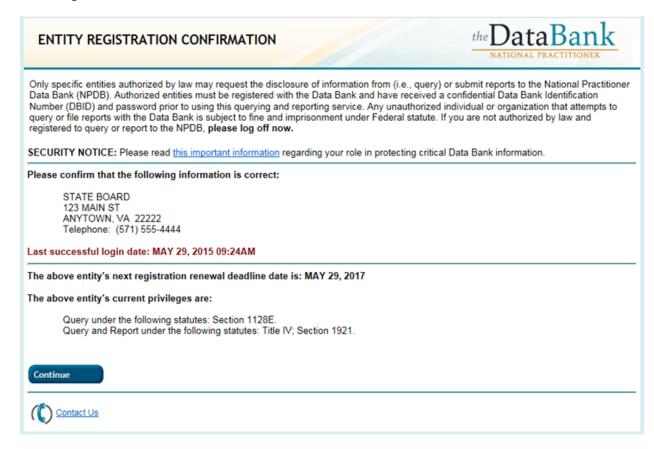
	Physician Resident (MD)	<u>3 re</u>	eports	○ I attest ○ I cannot attest	Add Comments	
	Osteopathic Physician (DO)	<u>16 r</u>	reports	○ I attest ○ I cannot attest	Add Comments	
	Physician Assistant					4
	Physician Assistant	0 re	eports	○ I attest ○ I cannot attest	Add Comments	
	Our organization certifies that the statements on the professions specified are true and correct to the best our knowledge. I further certify that I am authorized to submit these statements on behalf of our organizat. These attestations will be posted to the Data Bank's public website. Name of Board Representative: Title of Board Representative: Phone Number of Board Representative: Email Address of Board Representative:					
	Date:	0	5/31/2015			
(C	rtify Save and Certify Later Contact Us			Return to Previous P	Page Return to Registration Confirmation	

Once saved, the system will alert you with a message reminding you that you may resume your attestation by selecting the **Attestation** button on the *Compliance* screen when you are ready to complete your attestation. Remember, you may return and complete your attestation any time before your attestation deadline.

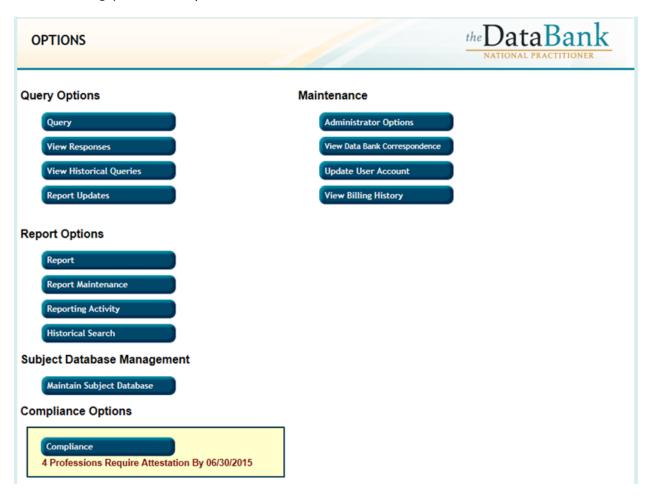


6. Returning to the Attestation Page from the Compliance Screen

When you have researched your information and are ready to complete the *Attestation* page, you may sign back into the Data Bank system. Since you saved your work, you can return to the attestation process from the *Entity Registration Confirmation* screen by selecting **Continue**.

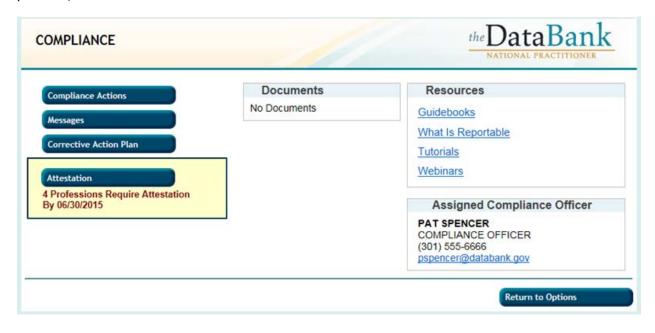


This will bring you to the Options screen.

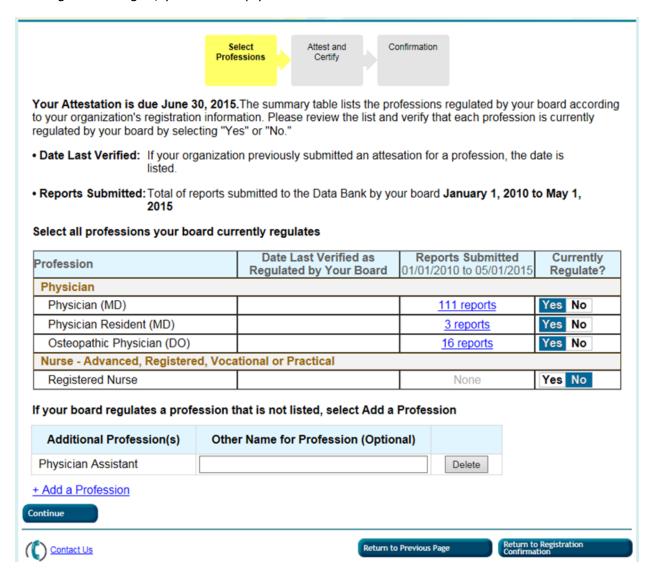


Notice that under the Compliance Options section, the **Compliance** button is highlighted with a yellow alert box. In the box, you will see if any professions require attestation, and by what date. Select the **Compliance** button.

This will take you into the *Compliance* page. On the *Compliance* page, the same yellow alert box will appear around the **Attestation** button. Now that you are ready to finish the process, select the **Attestation** button.

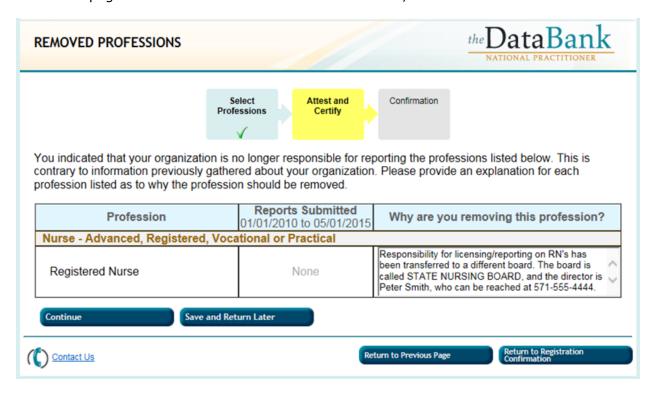


Since the information was saved from the last time you were in the Data Bank system, if nothing has changed, you can simply continue to the *Attestation* screen.



Now select **Continue**.

Since "Registered Nurse" had "No" selected last time, the system will go to the *Removed Profession* page. Make sure the information is still correct, then select **Continue**.



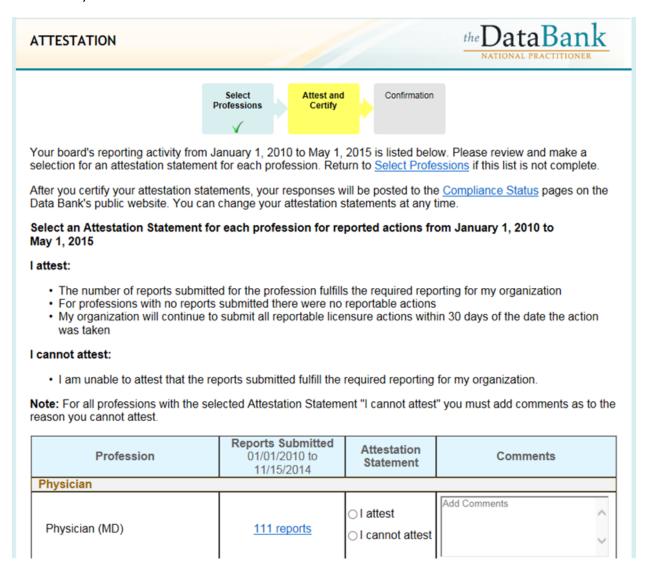
7. Completing the Attestation Page from the Compliance Options Screen

This will bring you to the Attestation page.

In the example, you can attest to "Physician (MD)", "Physician Resident (MD)", "Osteopathic Physician (DO)", and agree that the number of reports entered fulfill your reporting requirements. Select the "I attest" option in each relevant row.

In this example, the entity cannot attest for "Physician Assistant," and thus selects "I cannot attest" in that row, and enters a required comment explaining why they cannot attest that they have fulfilled their reporting requirements to the Data Bank.

At the bottom of the page, enter the certification information. Complete the Name, Title, Phone Number, and Email Address fields. The date field will automatically populate with the current day.



	Physician Resident (MD)	3 reports	I attest I cannot attest	Add Comments			
	Osteopathic Physician (DO)	16 reports	I attest I cannot attest	Add Comments			
F	Physician Assistant	hysician Assistant					
	Physician Assistant	0 reports	○ I attest	We are staffing up to fulfill our reporting requirement for Physician Assistants and expect to submit all reports by the end of June.			
	Our organization certifies that the our knowledge. I further certify that These attestations will be posted to Name of Board Representative: Title of Board Representative: Phone Number of Board Representative: Email Address of Board Representative: Date:	at I am authorized to substant	mit these statemen				
Ce	rtify Save and Certify Later						
(() Contact Us		Return to Previous P	Return to Registration Confirmation			

After clicking "Certify", the attestation submission is now complete. You will be notified when the attestation information is posted to the Data Bank website.

DataBank ATTESTATION CONFIRMATION Select Attest and Confirmation **Professions** Certify Thank you for submitting your attestation. Please review the posting status for each profession. Posted: Your attestation information for this profession has been posted to the Data Bank's public website. On Hold: The information has not been posted. You will be notified when the professions are posted. Under Review: The profession was removed from the attestation and will be reviewed by the Data Bank. Reports Submitted Posting Attested? Profession Your Comments 01/01/2010 to 05/01/2015 **Status** Physician Physician (MD) 111 reports Posted Yes 3 reports Physician Resident (MD) Yes Posted Osteopathic Physician (DO) Posted 16 reports Yes Nurse - Advanced, Registered, Vocational or Practical Under Registered Nurse None Removed Review Physician Assistant We are staffing up to fulfill our reporting requirements for Under Physician Assistant None No Physician Assistants Review and expect to submit all reports by the end of June.

Note: After the attestations have been posted, you can change your responses by selecting **Compliance** from the *Options* screen and then selecting **Attestation**.

Nurse - Advanced, Registered, Vocational or Practical					
Registered Nurse	None		Removed		
Physician Assistant					
Physician Assistant	None	No	Under Review	We are staffing up to fulfill our reporting requirements for Physician Assistants and expect to submit all reports by the end of June.	

Note: After the attestations have been posted, you can change your responses by selecting **Compliance** from the *Options* screen and then selecting **Attestation**.

Certification

Our organization certifies that the statements on the professions specified are true and correct to the best of our knowledge. I further certify that I am authorized to submit these statements on behalf of our organization.

These attestations will be posted to the Data Bank's public website.

Name of Licensing Board/Agency: STATE BOARD

Name of Board Representative: Jane Doe
Title of Board Representative: Director

Phone Number of Board Representative: 571-555-4444

Email Address of Board Representative: janedoe@state.gov

Date: 05/31/2015

Print



Return to Compliance

8. Viewing the Attestation Status from the Data Bank Statistics and Compliance Data Screen

Now that the attestation process has been completed, if you wish, you may proceed to the Data Bank website to look at the Data Bank statistics and compliance data. Select the **Compliance Data by State** link

(http://www.npdb.hrsa.gov/resources/npdbstats/npdbMap.jsp).



That will open the U.S. Map of Statistical Data page.



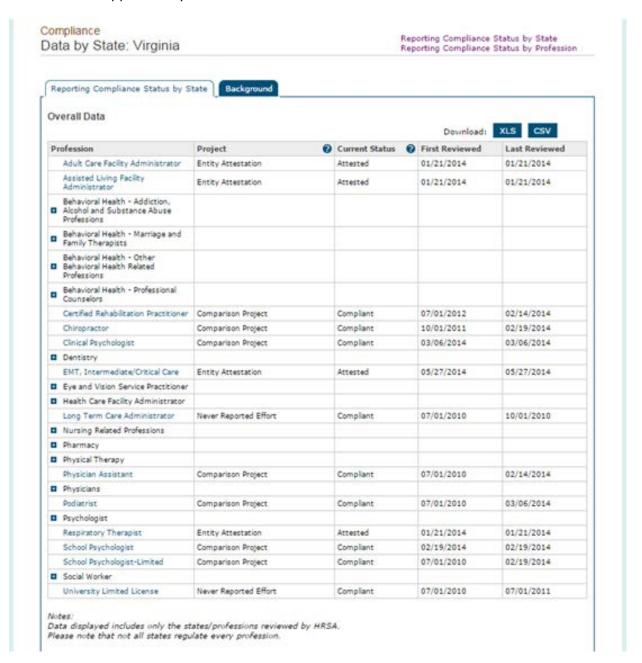
You may select any of the 50 states and U.S. Territories. (For the purposes of this demonstration, "Virginia" is selected.)

To look up the attestation status on the reporting *Compliance Status* page, select the **Reporting Compliance Status** tab.

We can see here that due to the attestation selections made on the attestation form, the highlighted rows have been added or updated under the "Profession" column. We can see the "Current Status" was set to "Could Not Attest" for "Physician Assistant" because in this example the answer was "I cannot attest" that the reporting requirements had been fulfilled during the attestation review period. The "Current Status" was set to "Attested" for "Osteopathic Physician (DO)", "Physician (MD)", and "Physician Intern/Resident" because the answer for these professions was "I attest" to fulfilling the reporting requirements during the attestation review period.

The table also shows the date they were "First Reviewed", and the date they were "Last Reviewed."

Attestations not submitted by the due date will have the status "Failed to Attest" until the attestation form is completed. The "Current Status" and "Last Reviewed" dates may be updated at any time by returning to the attestation form found on the *Compliance* page of your Data Bank user account. The changes made to attestations are updated once they are reviewed and approved by the Data Bank.



	EMT, Basic	Entity Attestation	Attested	05/27/2014	05/27/2014
	EMT, Intermediate/Critical Care	Entity Attestation	Attested	05/27/2014	05/27/2014
	EMT, Paramedic	Entity Attestation	Attested	05/27/2014	05/27/2014
0	Eye and Vision Service Practitioner				
•	Health Care Facility Administrator				
	Long Term Care Administrator	Never Reported Effort	Compliant	07/01/2010	10/01/2010
	Massage Therapist	Entity Attestation	Attested	01/21/2014	01/21/2014
	Midwife, Lay (Non-Nurse)	Entity Attestation	Attested	01/21/2014	01/21/2014
•	Nursing Related Professions				
	Occupational Therapist	Entity Attestation	Attested	01/21/2014	01/21/2014
	Occupational Therapy Assistant	Entity Attestation	Attested	01/21/2014	01/21/2014
	Pharmacy				
0	Physical Therapy				
	Physician Assistant	Entity Attestation	Could Not Attest	07/01/2010	05/31/2015
	Physicians				
	Osteopathic Physician (DO)	Entity Attestation	Attested	04/01/2011	05/31/2015
	Physician (MD)	Entity Attestation	Attested	04/01/2011	05/31/2015
	Physician Intern/Resident	Entity Attestation	Attested	07/01/2010	05/31/2015
	Podiatrist	Comparison Project	Compliant	07/01/2010	03/06/2014
•	Psychologist				
	Rehabilitation Therapist	Entity Attestation	Attested	01/21/2014	01/21/2014
	Respiratory Therapist	Entity Attestation	Attested	01/21/2014	01/21/2014
	School Psychologist	Comparison Project	Compliant	02/19/2014	02/19/2014
	School Psychologist-Limited	Comparison Project	Compliant	07/01/2010	02/19/2014
•	Social Worker		70.1		
	Speech/Language Pathologist	Entity Attestation	Attested	01/21/2014	01/21/2014
	University Limited License	Never Reported Effort	Compliant	07/01/2010	07/01/2011
Dat	es: a displayed includes only the sta ase note that not all states regul		/ HRSA.		

If you have questions about or need help with the Attestation process, please contact your assigned Compliance Officer. If you do not have a Compliance Officer, please call the Data Bank Customer Service Center at 1-800-767-6732. The Customer Service Center is available from 8:30 a.m. to 6:00 p.m. ET (5:30 p.m. ET on Fridays) every weekday except Federal holidays.